

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
OFFICE OF THE MEDICAL DIRECTOR**

VACANCY ANNOUNCEMENT

MENTAL HEALTH SERVICES COORDINATOR II

A Transfer Opportunity

**THIS IS NOT AN OFFICIAL EXAMINATION
RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH**

The Office of the Medical Director seeks a qualified individual interested in joining our Clinical Programs, Quality, and Professional Services Unit to provide highly responsible administrative support for the planning, development, implementation, and evaluation of countywide projects, initiatives, and programs.

This is an opportunity for a highly motivated individual to work collaboratively with internal and external stakeholders at all levels on critical projects and activities that will impact the delivery and quality of services as the DMH implements MHSA Innovation Plan pilots and health care reform initiatives.

EXAMPLES OF DUTIES:

- Assists with the development, implementation, and evaluation of new and on-going collaborative crosscutting pilots, projects, and programs, e.g.: Telemental Health, Peer Review, Human Subjects Research activities, Pharmacy Efficiency, LPS Authorization, and the MHSA Innovation Plan Integrated Clinic Model.
- Provides consultation and technical assistance to contractors relative to State and County guidelines and requirements.
- Coordinates, reviews, and monitors current contracts and assists with audits of contracted programs to ensure compliance with contract terms, regulatory statutes, and legal requirements.
- Initiates drafts of reports and correspondence to DMH management, community stakeholders, the Board of Supervisors, and the State Department of Mental Health, as needed.
- Researches, develops and reviews administrative and organizational policies and procedures to ensure programs are in compliance with State, Federal, and local regulations.

DESIRABLE QUALIFICATIONS:

- MSW with COPA concentration or Masters level clinician with administrative experience
- Strong analytical, oral, and written skills
- Strong organizational skills and ability to prioritize multiple tasks
- Proficiency with Microsoft Word, Excel, Visio, and PowerPoint

*Interested individuals currently holding the payroll title of Mental Health Services Coordinator II are encouraged to email or fax a resume and last two performance evaluations by **December 30, 2011** to:*

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AN EQUAL OPPORTUNITY EMPLOYER